

Instructions for Completing the Senior Project FRESH/Market FRESH 2014 Registration Form

Item Number	Instructions
1	Enter the name of the market master. This is the person that is in charge of collecting the coupons and ensuring compliance with the program.
2	Enter the market name.
3	Enter a street address or location, such as City Park, or downtown parking lot.
4	List the city the market is in.
5	List the county the market is in.
6	List the telephone number that customers may call with questions.
7	List the email address for updates and other communication. All communication will be done via email and the website. If you need a free email address, please refer to the "How to Get a Free Email Account" sheet in this packet.
8	Check each type of market situation you have for this registration.
9	Enter the number of farmers you expect to represent this season. This may be an estimate. You must submit a list of all the farmers you are representing prior to September 1, 2014, listing their name, address and the number you assign them.
10	Enter your mailing address if different than above. This should be an address that is used year-round. It may be a PO box.
11	If you were a market master for SENIOR PROJECT FRESH last year, check yes, and enter your 1, 2, or 3 digit market master number. This is NOT the WIC number.
12	Please give driving directions to your market. Customers call and tell us they cannot find many of the markets, so any landmarks or directions are helpful.
13	If you have any social media accounts for your market or roadside stand, please list them here. We will be sharing the information with our participants.
14	Check the months your market/stand is open.
15	List the days and hours your market/stand is open. If this changes, please contact us so we can update our information that we sent to participants.
16-19	Please answer YES or NO to these questions. If you answer "NO" to any of the questions, you are not eligible to be registered with Senior Project FRESH/Market FRESH.
20	Your reimbursement payment will come from the State of Michigan. You need to be registered with the budget office. If you received payment for Senior Project FRESH in 2013, please enter the registration number that the budget office assigned to you. If you are new to Senior Project FRESH, please read the sheet in your packet titled, "Registering with the Budget Office". Payment is made based on information you have on file at the budget office. If your payment information has or does change, please

	update it with the budget office.
21	Please sign and date the registration form, as well as list a phone number where we can call you if there is missing information.

Completed registrations can be scanned and emailed to: Kings1@michigan.gov

Faxed to: 517-373-4092, Attn: Sherri King

Mailed to: Sherri King, Office of Services to the Aging, 300 E Michigan Ave. Lansing MI. 48933